

	Sound	⌘ S
	Printer	⌘ Y
	Auto switch off	⌘ O
	Dialling	Shift ⌘ D
	"Evaluate" format	Shift ⌘ E
	Number formats	Shift ⌘ F
	Status windows	Shift ⌘ W
Special	Set preferences	⌘ Q
	Password	⌘ W
	Remote link	⌘ L
	Create new list	⌘ E
	Create new group	⌘ G
	Zoom in	⌘ Z
	Zoom out	Shift ⌘ Z
◆	Normal display	Shift ⌘ N
	Memory indicator	Shift ⌘ M
Agenda	Previous display	Esc
	Calendar (month)	TAB
	Calendar (3 months)	Shift & TAB
	Calendar (12 months)	Control & TAB
	Day view (Forward)	CTRL + Day letter
	Day view (Back)	CTRL & Shift + Day letter
File	New file	⌘ N
	Open file	⌘ O
	Save as	⌘ A
	Merge in	⌘ M
	Tidy/Extract	⌘ T
	Compress file	⌘ K
Edit	Insert entry	⌘ I
	Copy entry	⌘ C
	Bring entry	⌘ B
	Change entry details	⌘ D
	Change entry date	Shift ⌘ M
	Change entry type	Shift ⌘ C
	New entry	⌘ E
Entry	Set alarm for entry	⌘ L
	Edit memo	⌘ +
	Cross out/Reinstate entry	⌘ -
	Repeat entry	⌘ R
	Examine repeat	⌘ H
	Set style for entry	⌘ S
	Set year symbol for entry	⌘ /
Search	Find	⌘ F
	Find again	⌘ G
	Find next overlap	Shift ⌘ O
	Go to previous entry	Shift ⌘ F
	Go to next entry	Shift ⌘ G

	Jump to date	⌘ J
	Calendar	Shift ⌘ J
	View all repeats	⌘ V
To-do list	New to-do list	Shift ⌘ N
	Rename to-do list	Shift ⌘ R
	Delete to-do list	Shift ⌘ K
	Position to-do entry	Shift ⌘ P
	To-do list settings	⌘ U
Special	Set preferences	⌘ Q
	Wrap off	⌘ W
	Zoom in	⌘ Z
	Zoom out	Shift ⌘ Z
	Print Setup	⌘ Y
	Print Preview	⌘ *
	Print	⌘ P
	Exit	⌘ X
View preferences	Day view	⌘ D
	Week view	⌘ W
	Year view	⌘ Y
	To-do view	⌘ T
	Anniversary view	⌘ A
	List view	⌘ L
Entry preferences	Day entry default	⌘ E
	Anniversary defaults	⌘ B
	To-do entry defaults	⌘ U
	General preferences	⌘ G
◆	Day view	Shift ⌘ D
	Week view	Shift ⌘ W
	Year view	Shift ⌘ Y
	To-do view	Shift ⌘ T
	Anniversary view	Shift ⌘ A
	List view	Shift ⌘ L
	Set up list	Shift ⌘ ◆
Database		
File	New file	⌘ N
	Open file	⌘ O
	Save as	⌘ A
	Merge in	⌘ M
	Compress file	⌘ K
Edit	Insert text	⌘ I
	Copy text	⌘ C
	Bring text	⌘ B
	Evaluate	⌘ E
	Update entry	⌘ U
	Delete entry	⌘ D
	Edit labels	⌘ L
Search	Find previous	⌘ R
	Find next	⌘ F

	Start at current entry	Shift ⌘ G
	Find by label	⌘ S
	Jump to entry	⌘ J
Display	Set tabs	⌘ T
	Wrap on	⌘ W
	Hide labels	⌘ H
Special	Zoom in	⌘ Z
	Zoom out	Shift ⌘ Z
	Print setup	⌘ Y
	Print preview	⌘ *
	Print	⌘ P
	Exit	⌘ X
◆	Switch modes	◆
	Find	Shift ⌘ F
	Change	Shift ⌘ C
	Add	Shift ⌘ A
	Set up list	Shift ◆
Word Processor		
File	New file	⌘ N
	Open file	⌘ O
	Save as	⌘ A
	Save as template	⌘ D
	Save	⌘ S
	Revert	⌘ V
	Merge in	⌘ M
Word Processor & Agenda Memo		
Edit	Insert text	⌘ I
	Copy text	⌘ C
	Bring text	⌘ B
	Highlight all text	Shift ⌘ L
	Evaluate	⌘ E
Search	Find text	⌘ F
	Find again	⌘ G
	Replace	⌘ R
	Count	⌘ K
	Jump to page	⌘ J
	Pageinate	⌘ /
Word	Expand outline	⌘ +
	Collapse outline	⌘ -
	Set outline level	⌘ H
	Use printer layout	⌘ L
	Password	⌘ W
Paragraphs	Font	Shift ⌘ F
	Indents	Shift ⌘ I
	Tabs	Shift ⌘ T
	Alignment	Shift ⌘ A
	Spacing	Shift ⌘ S

Styles	Style gallery	Shift ⌘ G
	Style housekeeping	Shift ⌘ H
	Emphasis gallery	Shift ⌘ E
	Emphasis housekeeping	Shift ⌘ K
Special	Set preferences	⌘ Q
	Zoom in	⌘ Z
	Zoom out	Shift ⌘ Z
	Print setup	⌘ Y
	Print preview	⌘ *
	Print	⌘ P
	Exit, lose changes	Shift ⌘ X
	Exit	⌘ X
◆	Normal	Shift ⌘ N
	Outline	Shift ⌘ O
Preview	Print	⌘ P
	Show/Hide margins	⌘ M
	Pages to display	⌘ D
	Jump to page	⌘ J
	Exit Preview	⌘ *
Spreadsheet	Highlight row	Ctrl + Space
	Highlight column	Ctrl + TAB
	Function range	Shift + Space
File	New file	⌘ N
	Open file	⌘ O
	Save as	⌘ A
	Save	⌘ S
	Revert	⌘ V
	Password	Shift ⌘ W
Edit	Paste	⌘ I
	Copy	⌘ C
	Bring	⌘ B
	Paste special	Shift ⌘ I
	Open/close gap	Shift ⌘ O
	Recalc	⌘ -
	Undo	⌘ U
View	Format	⌘ M
	Column widths	⌘ W
	Alignment	⌘ L
	Titles on	⌘ T
	Show	⌘ H
	Change styles	Shift ⌘ C
Search	Find	⌘ F
	Find again	⌘ G
	Jump to	⌘ J
	Jump to page	Shift ⌘ J

Range	Sort	Shift \downarrow S
	Clear	\downarrow K
	Protection	\downarrow +
	Name range	\downarrow R
	Edit range	\downarrow E
	Set print range	Shift \downarrow R
	Edit print range	Shift \downarrow E
	Delete print range	\downarrow D

Database	Set database	Shift \downarrow B
	Set criteria	Shift \downarrow K
	Data find	Shift \downarrow F
	Data find again	Shift \downarrow A
	Data extract	Shift \downarrow H
	Data delete	Shift \downarrow D
	Table 1	Shift \downarrow T
	Table 2	Shift \downarrow U

Special	Set preferences	\downarrow Q
	Zoom in	\downarrow Z
	Zoom out	Shift \downarrow Z
	Print setup	\downarrow Y
	Print preview	\downarrow *
	Print	\downarrow P
	Exit, lose changes	Shift \downarrow X
	Exit	\downarrow X

♦	Normal display	Shift \downarrow N
	Graph display	Shift \downarrow G

Graph Ranges	Set ranges	\downarrow A
	Line formats	\downarrow L
	Set labels	\downarrow B

Display	Format	\downarrow M
	Titles	\downarrow T
	Axis	\downarrow A
	Axis titles	\downarrow I

Graphs	New graph	\downarrow N
	Use graph	\downarrow U
	Rename graph	\downarrow E
	Delete graph	\downarrow D

Special	View legends	\downarrow V
	Zoom in	\downarrow Z
	Zoom out	Shift \downarrow Z
	Create PIC file	\downarrow P
	Exit, lose changes	Shift \downarrow X
	Exit	\downarrow X

♦	Normal display	Shift \downarrow N
	Graph display	Shift \downarrow G

Time Settings	Time and date	\downarrow T
	Summer times	\downarrow S
	Home city	\downarrow H
	Start of week	\downarrow B
	Workdays	\downarrow W
	Formats	\downarrow F

Alarm	Set alarm	\downarrow A
	Delete alarm	\downarrow D
	Disable/Enable alarm	\downarrow -
	View next alarms	\downarrow V

World File	New file	\downarrow N
	Open file	\downarrow O

Edit	Add city	\downarrow A
	Update city	\downarrow U
	Delete city	\downarrow D
	Update country	\downarrow M
	Current country only	\downarrow L

Special	Set home city	\downarrow H
	Distance units	\downarrow K
	Analog/digital	\downarrow C
	Exit	\downarrow X

Record File	New file	\downarrow N
	Open file	\downarrow O

Repeats	Set repeat	\downarrow R
	Adjust for alarm	\downarrow A

Special	Set preferences	\downarrow Q
	Exit	\downarrow X

Calc Memories	Memory in	\downarrow I
	Memory +	\downarrow +
	Memory -	\downarrow -
	Memory clear	\downarrow U
	Memory recall	\downarrow R
	Change memories	\downarrow M

Trig	Sin(X)	\downarrow S
	Cos(X)	\downarrow C
	Tan(X)	\downarrow T
	asin(X)	Shift \downarrow S
	acos(X)	Shift \downarrow C
	atan(X)	Shift \downarrow T

Powers	X ²	\downarrow P
	Square root	\downarrow Q
	1/x	\downarrow V

Logs	ln(x)	\downarrow L
	e ^x	\downarrow E
	Log(x)	\downarrow G
	10 ^x	\downarrow H

Special	Format	\downarrow F
	Use radians	\downarrow D
	Load OPL	\downarrow O
	New list	\downarrow N
	Copy from list	\downarrow K
	Zoom in	\downarrow Z
	Zoom out	Shift \downarrow Z
	Exit	\downarrow X

Organiser Programming Language (OPL)

File	New file	\downarrow N
	Open file	\downarrow O
	Save as	\downarrow A
	Save as template	\downarrow D
	Save	\downarrow S
	Revert	\downarrow V
	Merge in	\downarrow M

Edit	Insert text	\downarrow I
	Copy text	\downarrow C
	Bring text	\downarrow B
	Highlight all text	Shift \downarrow L
	Evaluate	\downarrow E

Search	Find text	\downarrow F
	Find again	\downarrow G
	Replace	\downarrow R
	Count	\downarrow K
	Jump to page	\downarrow J
	Pageinate	\downarrow /

Prog	Translate	\downarrow T
	S3 translate	Shift \downarrow T
	Run	\downarrow +
	Show error	\downarrow -
	Indentation	\downarrow L

Special	Set preferences	\downarrow Q
	Zoom in	\downarrow Z
	Zoom out	\downarrow Z
	Print setup	\downarrow Y
	Print preview	\downarrow *
	Print	\downarrow P
	Exit, lose changes	Shift \downarrow X
	Exit	\downarrow X

♦	Normal	Shift \downarrow N
	Outline	Shift \downarrow O

PSION Series 3a Hot Key Reference

Menu item	Function	Key sequence
	Turn on	Esc
	Turn off	\downarrow 1
	Lower contrast	\downarrow <
	Increase contrast	\downarrow >
	Dial	\downarrow Help
	Home	\downarrow ←
	End	\downarrow →
	Page Up	\downarrow ↑
	Page Down	\downarrow ↓
	Caps. Lock	\downarrow 0
	Status window	Control & Menu

System File	Memory indicator (on / off)	♦
	New file	\downarrow N
	Copy file	\downarrow C
	Delete file	\downarrow D
	Rename file	\downarrow R
	File attributes	\downarrow T
	Backup files	Shift \downarrow B
	Restore files	Shift \downarrow R

Disk	Directory	TAB / \downarrow *
	Make directory	\downarrow +
	Rename directory	\downarrow -
	Format disk	\downarrow F
	Name disk	\downarrow H
	Default disk	Shift \downarrow H
	Copy disk	Shift \downarrow C

Apps	Install	\downarrow I
	Install standard	\downarrow J
	Remove	\downarrow /
	Assign button	\downarrow A
	Exit application	Shift \downarrow J
	Exit all applications	Shift \downarrow A
	Kill application	Shift \downarrow K

Info	Set owner	\downarrow P
	Memory info	\downarrow M
	Disk info	\downarrow K
	Battery info	\downarrow B
	Usage monitor	\downarrow U
	About series 3a	\downarrow V
	About application	Shift \downarrow V